Welcome to St John's!

# NEW STARTER INFORMATION

# School Uniform Reception

| Reception | | |
|---|---|---|
| | **Boys** | **Girls** |
| **Winter** | • Grey school trousers<br>• St. John's logo white polo shirt OR plain white polo shirt<br>• School jumper<br>• Plain grey socks<br>• Black shoes - no boots or trainers<br>• School Blazer OR plain/navy/black coat without logos<br>• | • Navy blue pinafore with plain white polo shirt OR<br>• Grey school trousers with St. John's logo white OR plain white polo shirt<br>• School jumper OR cardigan<br>• Plain white socks (not navy) OR<br>• Navy tights<br>• Black shoes - no boots or trainers<br>• School Blazer OR plain/navy/black coat without logos |
| **Summer** | • Grey school shorts OR trousers<br>• John's logo white polo shirt OR plain white polo shirt<br>• School jumper<br>• Plain grey socks<br>• Black shoes - no sandals or trainers | • Yellow striped or checked dress (optional white shorts underneath<br>• School jumper OR cardigan<br>• Plain white socks<br>• Black shoes - no sandals or trainers |

**For PE all children will need:**

- Plain white t-shirt or house group colour t-shirt
- Plain navy shorts
- Plain navy tracksuit
- Trainers - velcro-fastening trainers are suggested for children who cannot yet tie laces independently

All uniform is available from **www.bubblegumschoolwear.com**

**The following items are available from St. John's School Association (SJSA)**:

Book Bag - Hats (summer caps and winter beanies) PE Bag

**Hair and accessories:**

All hair bands, ribbons, scrunchies etc. should be plain and in school colours (gold or navy). Hair which is below the shoulders should be tied back so that it does not distract children from their learning. Elaborate hairstyles and decorative items (including patterned cuttings and mohicans) are not allowed.

No jewellery (including all earrings) or nail varnish is to be worn. If parents/carers wish to have their child's ears pierced we ask that they do this at the beginning of the summer holiday so that they have time to heal before returning to school in September.

**PLEASE MAKE SURE ALL YOUR CHILD'S UNIFORM IS CLEARLY LABELLED WITH THEIR NAME (USING MACHINE-WASHABLE PEN OR SEW-IN / STICK-IN LABELS).**

# School Uniform
# Years 1 - 6

| Uniform Details | | |
|---|---|---|
| | **Boys** | **Girls** |
| Winter | • Grey school trousers<br>• Long or short sleeved white shirt<br>• School tie<br>• School jumper<br>• Plain grey socks<br>• Black shoes - no boots or trainers<br>• School Blazer **OR** plain/navy/black coat without logos | • Navy blue pinafore OR<br>• Navy blue skirt OR<br>• Grey school trousers<br>• Long or short sleeved white shirt<br>• School tie<br>• School jumper or cardigan<br>• Plain white socks (not navy) OR<br>• Navy tights<br>• Black shoes - no boots or trainers<br>• School Blazer **OR** plain/navy/black coat without logos |
| Summer | • Grey school shorts or trousers<br>• Short sleeved white shirt<br>• School tie<br>• School jumper<br>• Plain grey socks<br>• Black shoes - no sandals or trainers | • Gold striped dress (available at Marks & Spencer or 2nd hand from our Olive Branch Cafe) - optional white shorts underneath<br>• School jumper/cardigan<br>• Plain white socks<br>• Black shoes - no sandals or trainers<br>• **Year 6**<br>• Gold striped dress (available at Marks & Spencer or 2nd hand from our Olive Branch Cafe) - optional white shorts underneath<br>• Navy skirt and white blouse with tie is an alternative option if the girls are too tall for gold striped dress<br>• School jumper/cardigan<br>• Plain white socks<br>• Black shoes - no sandals or trainers |

* Elasticated ties are available for younger children.
**Gold striped dresses are available from Marks & Spencer or Bubblegum Schoolwear

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**ALL UNIFORM IS AVAILABLE FROM BUBBLEGUM SCHOOLWEAR**
https://www.bubblegumschoolwear.com/st-johns

Shirts and ties – shirts need to be tucked into trousers and skirts; top buttons need to be done up and ties should be of a medium sized knot.

**WeDuc Parent**
**iPhone and Android**

weduc
Smart Communication

**Communication App for phones**

**What is Weduc?**
Weduc is a secure web based platform that empowers communication, linking schools to teachers, students and parents, sharing messages, photos, videos, evaluations, best practices and links. We are deeply committed in involving all educational players, sharing knowledge, in search of a better education.

**What do St John's use Weduc for?**
We use Weduc as our primary communication method with parents. It enables parents to view upcoming dates on our school calendar, be notified of important events or opportunities for your child, it allows parents to pay for school lunches for their child/ren and apply for extracurricular activities without the need for paper forms.

**What happens if I do not download the App?**
You may miss important information regarding your child/ren and will not have access to the bookings system for activities, lunches and trips

**Who has access to the information in my profile?**
Only those who you allow it - by default, only teachers and parents of your child's class can view your profile. Your personal profile consists of data that decide to share, and only those. Your personal contacts are not visible to anyone.

**Will any information regarding my child be made publicly available on the internet?**
No. Weduc is a closed network, requires username and password which only gives access to limited amount of information. All information regarding students are private and no one else has access.

GET IT ON Google Play

Download on the App Store

**Mrs. K Reid**
Head Teacher

T 020 8654 2260
W st-johns.croydon.sch.uk
E office@st-johns.croydon.sch.uk

**St. John's Church of England (V.A.) School**

Spring Park Road
Shirley
Croydon
CR0 5EL

Dear Parents/Carers,

**ANNUAL CONTRIBUTION TOWARDS SCHOOL DEVELOPMENT FUND**

As a Voluntary Aided Primary School, each year we are obliged to pay a set sum per pupil to the Diocesan Building Fund. This fund assists with the upkeep and improvement of our buildings. In addition to this fund, we are also expected to contribute a further 10% of any other funded capital building projects.

In order to minimise the impact of this financial contribution on our school budget we ask every parent/carer who is able, to contribute £50 per child to the School Development Fund, from which we make the payment to the Diocese. Contributing to the School Development Fund is a great way to support the School and to ensure that our buildings and facilities are kept in the best condition.

Whilst the School Development Fund payments are voluntary, any shortfall has to be funded from the School's budget which already has huge pressure on it.

We do hope that all parents/carers will support the school by contributing to the fund, enabling us to continue to improve the school's environment, whist ensuring the education budget is protected and used for the greater benefit of the children at St. John's.

Details on how to pay can be found below, and if applicable please complete a gift aid form, as this really does help to increase the contributions made, making your donation go further.

Should you have any queries, please do not hesitate to contact me via School Office.

Thank you for your support.

Yours faithfully,



Mrs Reid
Headteacher

***How to pay?***

*We offer two different methods of payment:*

1. Our preferred method of payment is via standing order which needs to be set up directly with your bank. This sets up a payment and will mean that you will not have to arrange future payments as they will be automatic. Please use your Child's initial and surname as the bank reference.

Please arrange payment to: St. John's Development Account
Sort Code: 56-00-46
Account No: 31015387

Payment can either be made in four instalments or as one payment: Please instruct your bank as follows:

- the sum of £12.50 to be taken in quarterly instalments on the 28th days of October, January, April and July commencing on 28th October 2026.

**OR**

- the sum of £50 to be taken annually; the first payment should be on 28th October 2026 and thereafter annually on the 28th October starting 28th October 2026.

2. *Alternatively, contributions can be collected through ParentPay – our online payments system. Enrolment details for this platform will be sent to you once your child starts in September.*

***Gift aid***

*If you are a UK tax payer, you can decide to 'Gift Aid' your contribution. Using Gift Aid means that for every pound you give, the school can claim an extra 25 pence from the Inland Revenue. Gift Aid is a fantastic way of boosting our finances and therefore we would be grateful for you to complete the attached Declaration and return it to the School Office. You only need to submit the form once as we can reclaim gift aid from all future contributions.*

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Head Teacher

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# GIFT AID DECLARATION

**Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**St. John's Church of England (V.A.) School**

☐ I want to Gift Aid any donations I make to St. John's Church of England (V.A.) School.

Please Tick

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

**Donor's details – It is Important that all sections are completed!**

Title…… First name…….

Surname……

Full home address……..

…… Postcode…….

Date…….

Signed: ……

Name(s) of children at St. John's**……**Class **……..**

**……**Class **……..**

**……**Class **……..**

***Please notify St. John's Church of England (V.A.) if you:***

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains*

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

Once your child starts full time, please see the below start and finish times:

**Start and Finish Times September 2026**

- The gates will open at 8.25am.
- The doors will open for all children at 8.30am
- Reception registration will be at 8.50am when the doors will close. The end of the day will be at 3pm. Drop off and pick up outside classrooms
- KS1 (Years 1 and 2) registration will be at 8.40am when the doors will close. The end of the day will be 3.10pm
- Years 3 and 6 registrations will be at 8.40am. The end of the day will be at 3.10pm
- Years 4 and 5 registrations will be at 8.45am when the doors will close. The end of the day will be at 3.15pm

Please note that if anyone other than your child's parent/carers are collecting them from school, you must notify the School Office of this change as soon as possible on 0208 654 2260.

**Mrs K Reid**
Head Teacher

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Spring Park Road
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CR0 5EL

Dear Parents/Carers,

In this school we try to create an environment where everyone cares for and respects each other and where everyone can feel safe and secure. Our Golden Rule is Love One Another. We ask that parents/carers support us in this aim by showing courtesy at all times to adults and children both in and around the school premises, particularly in the following ways:

- If you have a concern, please make an appointment to see the Class Teacher for a private, after school meeting.
- If you have a disagreement with another parent, please observe a courteous manner or **walk away** from any situation that could be abusive. Adults arguing in a loud or aggressive manner can cause distress to children and may cause them to feel insecure about school.
- If you are experiencing difficulties with a child who is not in your care, please discuss the problem with a Class Teacher or the Head Teacher. Do not take matters into your own hands.

In order to ensure the best possible environment for all the children's safety, anyone who finds themselves unable to co-operate with these requests will be reported to the Local Authority.

It may be ruled that the behaviour/conduct is not acceptable and that the adults concerned must not enter the school premises without prior appointment, confirmed in writing, for a set period of time.

Staff, Governors and the Local Authority take these matters very seriously. We assure you that incidents brought to our attention are followed up.

Please note that St. John's is a non-smoking site, therefore smoking (including vaporisers) is not permitted anywhere on the school grounds.

We would like to thank you for supporting us to ensure the children witness good role models of behaviour and self-control and can feel safe and secure.

Yours sincerely



Kelly Reid
Head Teacher

# SJSA
## St. John's School Association

Registered with the charity commission as 1032601

## WELCOME TO ST. JOHN'S

On behalf of the St. John's School Association (SJSA) we would like to warmly welcome you to St. John's. The SJSA (school PTA) is a voluntary organisation made up of parents/carers, teachers, and other school staff. As a parent/carer of a child at St. John's, you are automatically a member of the SJSA and we welcome anyone who would like to get involved. The skills, experience and enthusiasm provided by parents and teachers play a vital role in the SJSA's success. All contributions, big or small, are greatly appreciated.

Schools now, more than ever, are faced with shrinking budgets. In order to maintain high standards for teacher and student performance, schools need the support of families and the community. Through fundraising events, the SJSA has been able to:

- raise funds to enrich the education of all children at St. John's School and support school activities.
- help build a sense of community between parents/carers, staff and others associated with the school
- ensure that children enjoy their time here by providing fun social events and other SJSA-run activities

## RECENT ITEMS FUNDED BY THE SJSA

- New **Staging** and a **ceiling mounted projector**
- Replaced the **dining tables** & added a **salad bar**
- **Playground markings, Picnic & Buddy Benches**
- **Renovations** to music practice & sensory rooms.
- **Reading Books** & **World Book Day Activities**
- **Gardening Equipment**
- Subscriptions to **TWINKL** and **Widgit**
- **Music, Science, Sport** and **Wellbeing items**

## SOME SJSA EVENTS

- **Summer Fair - 13th June**
- Christmas Fair
- School Discos
- Quiz Nights for adults
- Art Competitions
- Readathon
- Easter Egg Hunt
- Nearly New Uniform Sales
- Summer Picnic - run with Reception Families





















## HOW YOU CAN GET INVOLVED IN THE SJSA

Getting involved is easy. It's a fantastic way to gain confidence, meet parents/carers from different year groups, and find out what's going on at the school. Put your special talents to good use – whatever you're good at, we can find a job to utilise your skill. You can also input into how funds are spent.

You could:

- **Volunteer** to help at an event
- Join an **event team,** for example to help us plan and prepare for the Christmas Fair
- Become a **committee member** (elected at the AGM in October)
- Join the **Friends of SJSA WhatsApp group** to help on an ad hoc basis
- Become a **Class Rep.** Class Reps pass messages from the SJSA to classes (and back) and help to fill class rotas for some of our events. They often also coordinate buying presents from the class for class staff at Christmas and the end of the school year.

## CLASS WHATSAPP GROUPS

There is a WhatsApp Group for each class in the school. While we don't yet know which class your child will be in, we have set up a single group that you can join now. Individual groups for Owl and Otter will be set up once you're told your child's class. Parents/carers can use this group even before school starts to ask questions, share information and ideas, and arrange get togethers. Many parents in each class have older siblings in the school.

You can join the **St John's Reception '26/7** WhatsApp group using the QR code/link to the right.

https://chat.whatsapp.com/DBFqYycD6HyGeJQM1Ck4K6

## KEEPING IN TOUCH

Share ideas – this is your school and we value your input. If you have an idea about fundraising or an event, please get in touch! Here's how to contact us, along with ways to keep up to date:

- Come along to a **meeting:**
  - The **AGM** in October - details will be sent out in September.
  - We will also hold a series of **Meet the SJSA events** in the Autumn term.
- **Email** our Chair at sjsashirley@gmail.com or our Treasurer at sjsatreasurer@aol.com
- Visit our **website** at pta-events.co.uk/sjsashirley
- Find us on **Facebook** at www.facebook.com/stjohnsschoolcommunity

# LABELS

All uniform, water bottles, lunchboxes, PE bags and bookbags should be labelled with your child's name. This can help them to be returned to their rightful owner if items are misplaced or go missing.
There are many companies that print labels, but here are two that we've tried and would recommend. Both produce labels for clothing that do not need to be ironed or sewn. The SJSA will get commission if you order from them using the relevant school ID listed below.

## STIKINS

The Stikins labels are plain and simple, black printing on a white background. They do not need sewing or ironing. The SJSA will get 30% commission if you order labels from www.stikins.co.uk using fundraising number **20033**.




## MYNAMETAGS.COM

MyNameTags have a large range of products, and lots of options for the design of the labels (colours, fonts, icons). Their colour stickers do not need sewing or ironing. The SJSA will get 24% commission if you order labels from www.mynametags.com/affiliate?id=33651.

MY NAMETAGS

**SCHOOL ID = 33651**

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MY NAMETAGS

**SCHOOL ID = 33651**

# MEDICAL DIET: SUPPORTING EVIDENCE

Chartwells EAT LEARN LIVE

**To the Parent:** This form should be completed in conjunction with the Chartwells Medical Diet Request form. Please ONLY complete this medical diet evidence form if you do not have other professional medical evidence to support your child's medical diet request. Please ensure all parts of this form are completed in full and that it matches your child's medical diet request form or the evidence cannot be accepted.

**To the Medical Professional:** This form is being provided in connection with a request for a medical diet where standard catering provision is unsuitable and requires adaptation to be made safe for a pupil due to a medically diagnosed dietary requirement.

## Part A: Child's Information (to be completed by the Parent/Guardian)

Child's First Name

Child's Surname

Child's Date of Birth

Child's School Year Group

Parent/Guardian Name

Parent/Guardian's Phone number

Parent/Guardian's Email

School Name and Address

Postcode

## Part B: Medical Diet Confirmation (to be completed by the Medical Professional)

I confirm that the child detailed in Part A requires the below medical diet:

14 Main Allergens

- ☐ Celery
- ☐ Cereals containing Gluten
- ☐ Crustaceans
- ☐ Eggs
- ☐ Fish
- ☐ Lupin
- ☐ Milk
- ☐ Molluscs
- ☐ Mustard
- ☐ Nuts
- ☐ Peanuts
- ☐ Sesame
- ☐ Soya
- ☐ Sulphites

Other allergens

- ☐ Bananas
- ☐ Beans
- ☐ Chickpeas
- ☐ Coconuts
- ☐ Kiwis
- ☐ Lentils
- ☐ Oranges
- ☐ Peas
- ☐ Strawberries
- ☐ Tomatoes
- ☐ Pineapples

☐ **Other Allergy or Other Food Requirement** (please state below)

Medical Professional Name

Medical Professional Position/Job Title

Doctor's Surgery/Hospital Name

Medical Professional Signature

Date

Doctor's Surgery/Hospital

Please Stamp Here

*If completing this form digitally, please click the link below to attach a digital stamp*

***Please note:*** *A digital stamp will not show in this box once attached*

Attach

**For any medical diet queries or for a copy of the Medical Diet Policy, please contact:** chartwells.medicaldiets@compass-group.co.uk

# MEDICAL DIET REQUEST FORM

Chartwells
EAT LEARN LIVE

**Please complete all parts of this request form in full or your application will not be processed.**
**If you require assistance with understanding or completing this form, please contact the school for assistance.**

If your child has a dietary requirement but does not require an adapted medical diet menu supported by Chartwells then there is no need to complete this request form.

Chartwells allergen reports, declaring the presence of the 14 mandatory Food Information Regulations allergens, and nutrient counts (including carbohydrates, protein and fat) are available for all Chartwells recipes on current menus. Please ask the kitchen team or request them from your local Chartwells contact.

## Part A: Medical Diet Information (to be completed by the Parent/Guardian)

Child's First Name

Child's Surname

Child's Date of Birth

Child's School Year Group

Parent/Guardian Name

Parent/Guardian's Phone number

Parent/Guardian's Email

School Name

School Address

School Postcode

**Medical Diet** (please tick all that apply):

**14 Main Allergens**

| | | | |
|---|---|---|---|
| ☐ Celery | ☐ Fish | ☐ Mustard | ☐ Soya |
| ☐ Cereals containing Gluten | ☐ Lupin | ☐ Nuts | ☐ Sulphites |
| ☐ Crustaceans | ☐ Milk | ☐ Peanuts | |
| ☐ Eggs | ☐ Molluscs | ☐ Sesame | |

**Other allergens**

| | | | |
|---|---|---|---|
| ☐ Bananas | ☐ Coconuts | ☐ Oranges | ☐ Tomatoes |
| ☐ Beans | ☐ Kiwis | ☐ Peas | ☐ Pineapples |
| ☐ Chickpeas | ☐ Lentils | ☐ Strawberries | |

☐ **Other Allergy or Other Food Requirement** (please print below)

☐ **My child requires an autoinjector (e.g. EpiPen) for their medical diet** (please tick if this applies)

**My child also requires their medical diet to be** (please tick all that apply):

☐ Vegetarian ☐ Vegan ☐ Pork Free ☐ Beef Free ☐ Halal

## Part B: Supporting Documentation (to be provided by the Parent/Guardian)

**1** I confirm that I am attaching medical evidence confirming the medical diet requested in part A (please tick one or more as appropriate):

☐ Doctor/Dietitian Letter or note
☐ Other medical professional Letter or note
☐ Professional medical care or Allergy Action plan
☐ Chartwells Medical Evidence Support Form

**Please refer to the Chartwells Medical Diet policy for more information:**
https://loveschoolmeals.co.uk/medical-diets
**For medical evidence requirements:**
See section 4.0 'Medical Diet Requests & Processing'
**For identification of pupils:**
See section 6.0 'Identification of Customers with Medical Diets'

**2** Please attach a recent colour passport style photo of your child for identification purposes.

Please attach photo here.

*If completing form digitally, please click link below to attach a photo*

***Please note:*** *A digital photo will not show in this box once attached*

Attach

## Part C: Terms and Conditions

By completing this medical diet request form, parents/guardians are consenting for an adapted Chartwells medical diet menu to be prepared for their child and for their child to be identified as having a dietary requirement in accordance with the identification system operated at the school. The medical diet menu will continue until Chartwells are notified in writing otherwise. You will receive a copy of the medical diet menu and are required to notify any discrepancies immediately. If you do not notify any discrepancies prior to the menu start date, this will signify the acceptance of the medical diet menu. It is the parent/guardian's responsibility to inform Chartwells in the case of any changes to the medical diet requested for their child. If Chartwells becomes aware of any other medical diet requirement which has not been notified through a request form with supporting evidence, service may be refused.

Chartwells can provide a jacket potato with a suitable topping from the date of receipt of a medical diet request until the date a medical diet menu has been confirmed for a child. Otherwise, pupils must provide a packed lunch meal as an interim measure.

Chartwells reserve the right to decline a medical diet request if a risk assessment considers the medical risk too high, or the request process is not completed in full (for example if insufficient medical evidence is provided). In these circumstances, Chartwells may refuse to provide any diet to the pupil.

Chartwells will process the personal data you have supplied, in accordance with the data protection laws that apply to the UK. We do so to protect the vital interest of your child. We will only share this personal data with those people or organisations that may require it to keep your child safe and healthy. We will keep this personal data for no longer than is necessary, and at most for 3 years after they leave the school named on this form. Under UK data protection legislation, you have certain rights in relation to your personal data. These are more clearly stated on the full Privacy Notice on our corporate website. This statement is only intended as a summary Privacy Notice.
Please use the link to see our full Privacy Notice: https://www.compass-group.co.uk/about/privacy-policy

Please read Chartwells full medical diet policy here: https://loveschoolmeals.co.uk/medical-diets

I consent to Compass processing this personal data for the purpose of providing a medical diet and I confirm that I have read and understood the above

Parent/Guardian Name

Signature

Date

**Please return this completed form with supporting medical evidence to your school for it to be returned to Chartwells. For any medical diet queries, or to obtain a hard copy of the full medical diet policy, please contact:**
**chartwells.medicaldiets@compass-group.co.uk**



# Chartwells Medical Diets A Parent's Guide

Chartwells
EAT LEARN LIVE

**At Chartwells, the safety of the pupils we cater for is our number one priority.** We understand the importance of ensuring that pupils with medical diets can continue to enjoy a safe, balanced meal alongside their peers in school. As such, the Chartwells medical diet policy has been developed specifically for the school kitchen environment and enables us to cater to as many children as possible, as safely as possible.

This guide has been written to give you a summary of our approach to providing medical diets to pupils who need them. The detail of this is contained in our Medical Diets Policy which is available at **https://loveschoolmeals.co.uk/medical-diets.**

## Medical Diets

A medical diet is required where our standard catering provision is unsuitable and requires adaptation to be made safe for a pupil due to a medically diagnosed dietary requirement. Examples of medical diets include diagnosed food allergies, intolerances and metabolic disorders.

By identifying a pupil's medical diet needs at an early stage, our dedicated medical diet team can help put in place a medical diet menu that has been designed to be safe for their needs.

### Did you know?

Chartwells have a dedicated **Medical Diet Team** available year-round to support with medical diet menus. The team of nutritionists also deliver continual medical diet training to our kitchen teams and work to promote allergen awareness.

> continued





# Medical Diet Menus

## At Chartwells we provide two types of medical diet menu:

### Allergy Aware Menu

Our allergy aware menu is a reduced allergen menu which **does not include** the majority of the **14 legal allergens.** The menu can be provided to pupils in state education primary schools and primary academies with allergies to any of the 14 legal allergens or combinations thereof. Our development chefs work hard to ensure the menu is aligned as closely as possible to the school's main menu so that pupils with medical diets can enjoy eating similar meals together.

### Bespoke Menu

For pupils with medical dietary needs which are not limited to the 14 legal allergens, and for pupils at Chartwells Independent schools, the medical diet team can support by writing a bespoke menu with a suitable hot option available every day, providing our risk assessment of our kitchen and your child's unique requirements deems it safe to do so.

### Did you know?

**Nutrient counts** are available for all our current menus. Simply request a copy from your school and Chartwells will be happy to provide them.

We don't provide Medical diet menus for pupils and students in Secondary or Higher and Further education settings. We believe that our menus in Secondary, Higher and Further education provide sufficient choice to allow pupils and students to manage their own medical diets. We will ensure that allergy reports are always available and our teams are on hand to support with any queries about ingredients, allowing secondary age pupils and older students to make informed menu choices.

> continued

# Our Medical Diets Process

## Requesting Medical Diet Support

You can request a medical diet by completing our Medical Diet Request Form and attaching a photo of your child with supporting professional medical evidence. This is an essential industry-standard requirement as adjusting a child's diet should only be undertaken under the guidance of a medical professional – without supporting medical evidence we cannot proceed with any request.

You should submit the completed request form and supporting medical evidence to the school office, who will pass them onto the Chartwells medical diets team. Once the Chartwells medical diets team have received all the information they need, they will prepare a medical diet menu within 3-5 weeks. During which time, Chartwells can either offer pupils a jacket potato with a suitable topping and fruit for dessert or pupils should bring a packed lunch meal as an interim measure.

The Medical Diet Request Form is available at: https://loveschoolmeals.co.uk/medical-diets.

## Putting Safety First

We assess each medical diet request on an individual basis, incorporating a risk assessment process to help identify the reasonable steps we would need to take to keep any risk to the pupil's health within a safe limit. This approach has been developed by the 'Lead Association For Catering in Education' (LACA) as an industry-wide risk assessment to support schools and caterers ensure they're operating as safely as possible with regard to managing medical diets.

The process takes account of the pupil's individual needs and the capability of the kitchen facilities to meet those needs. Whilst we endeavour to meet every need, where that risk is considered high and we cannot adequately reduce the risk, we may be unable to provide a medical diet. Where this is the case we advise the parent and school as quickly as possible.

## Identifying Pupils with Supported Medical Diets

Once a medical diet menu is in place it is crucial that our catering team is able to clearly and quickly identify the pupil as they are being served their lunch. We do this in two ways.

### 'Hello My name is...'

We operate a system of 'Hello My name is...' identification posters, displayed only behind the service counters, to provide information about medical diet pupils to our team members.

### Lanyards

In addition, to enhance the identification process we have a medical diet lanyard system of identification. Under this system, lanyards are worn by pupils who are following a Chartwells medical diet menu as they greet our team at the service point. These lanyards are child size, have a safety break if pulled and include a photo and basic important information including the pupil's name and medical dietary requirement. The inclusion and use of this information is in line with GDPR and required to safeguard and protect the vital interests of pupils with medical diets.

Where a lanyard system cannot be used, we may accept other school identification systems providing they have been approved by both the school and ourselves as safe, thorough and robust.

> continued

## Communication with Parents

We work in collaboration with our schools to ensure good communication regarding medical diets and the required documentation. Your school will be able to support you by providing our medical diet policy and request form, supporting you to complete the documentation if required, sharing medical diet menus and providing a photo for identification of pupils following a Chartwells medical diet menu.

For more information on our full medical diet policy please visit:
https://loveschoolmeals.co.uk/medical-diets.

## Further information

If you would like further information or have a query regarding the Chartwells Medical Diets Policy please contact a member of our medical diet team **chartwells.medicaldiets@compass-group.co.uk**



**Mrs K Reid**
Head Teacher

T 020 8654 2260
W st-johns.croydon.sch.uk
E office@st-johns.croydon.sch.uk

**St. John's Church of England (V.A.) School**

Spring Park Road
Shirley
Croydon
CR0 5EL

Dear Parent/Guardian,

## Our school milk scheme

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. School milk is free for under-5s, and for over-5s it is available at a subsidised* price per day.

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused.

**How to register**

**If your child is under five:**

- Register online at www.coolmilk.com or complete a registration form available from the school office
- Register by a Tuesday at 5pm for your child's free milk to start the following week
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment

**If your child is five or older:**

- Register and pay online at www.coolmilk.com
- Alternatively, fill in a registration form available from the school office – once Cool Milk has processed your form, you will receive a payment request
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments.
- Please pay by a Tuesday at 5pm for your child's milk to start the following week

If you have any questions regarding school milk please visit www.coolmilk.com or contact Cool Milk directly on 0800 321 3248.

Kind regards,



Kelly Reid

Head teacher

* Milk for under-5s is provided free of charge, fully funded by the Department of Health. Milk for over-5s is subsidised by the Rural Payments Agency and the E.U.

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Dear Parent/Carer,

**Universal Infant Free School Meals**

All children in the infants currently receive a free school meal each day under the Universal Infant Free School Meals (UIFSM) scheme. Each child will receive a delicious, nutritional meal which will help them maximise their learning potential at this critically important time in their school career, without the need for you to register.

In addition, children in KS2 are also currently entitled to a Free School Meal under the Mayor of London's scheme.

It is still important for the school to know if you are in receipt of the following benefits as this will enable the school to receive additional funding to support your child's education:

- Income Support
- Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

Your child might also be eligible if you're in a household with no recourse to public funds (NRPF), subject to a maximum income threshold. This is for children of:

- Zambrano and Chen carers (non-EEA nationals caring for a British citizen residing in the UK)
- British National (Overseas) passport holders
- Spousal visa, work visa, or student visa holders
- Those with no immigration status
- Families with a right to remain in the UK under Article 8 of the European Convention of Human Rights
- Families receiving support under Section 17 of the Children Act 1989 who are subject to a no recourse to public funds restriction
- Certain failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999

If you meet the criteria, please complete and return the attached form.

**If you do not meet the criteria, there is no need to complete the form as your child will still receive a meal under the Universal Infant Free School Meals Scheme, which doesn't require you to register.**

If you have any concerns or queries, please contact the school.

Thank you for your support.



Kelly Reid
Head Teacher

**ABOUT YOUR CHILD/CHILDREN**

| Child's Last Name | Child's First Name | Child's Date of Birth | | | Name of School |
|---|---|---|---|---|---|
| | | D D | M M | Y Y Y Y | |
| | | D D | M M | Y Y Y Y | |
| | | D D | M M | Y Y Y Y | |

**PARENT/GUARDIAN DETAILS**

| | Parent/Guardian 1 | Parent/Guardian 2 |
|---|---|---|
| Last name | | |
| First Name | | |
| Date of Birth | D D M M Y Y Y Y | D D M M Y Y Y Y |
| National Insurance Number* | | |
| National Asylum Support Service (NASS) Number* | / / | / / |
| Daytime Telephone Number | | |
| Mobile Number | | |
| Address | Postcode: | Postcode: |

**FAMILY INCOME AND BENEFIT DETAILS**

If you receive any of the benefits listed below, please place an X in this box. ☐

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

**Universal Credit**

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).

Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes ☐ No ☐ Unsure ☐

**Child Tax Credit**

If you are in receipt of **Child Tax Credit,** is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).

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Yes ☐ No ☐ Unsure ☐

**Families with No Recourse to Pubic Funds (NRPF)**

Please tick the immigration category you are applying under. (Please place an X in the appropriate box).

☐ Zambrano

☐ Article 8 of the ECHR

☐ Chen

☐ BN(O) Passport holder

☐ Spousal visa holder

☐ Work visa holder

☐ Student visa holder

☐ Section 4 of the Immigration & Asylum Act 1999

☐ Other

You will now be required to complete an additional form, available from the School Office.

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box. ☐

**DECLARATION**

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: …….

Date:…….

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

**How the information in this form will be used**

The information you provide in this form will be used by the school to confirm receipt of one of the listed welfare benefits and to decide whether the pupil is eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals.

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Thank you for your support.



Kelly Reid
Head Teacher

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| Child's Last Name | Child's First Name | Child's Date of Birth | | | Name of School |
|---|---|---|---|---|---|
| | | D D | M M | Y Y Y Y | |
| | | D D | M M | Y Y Y Y | |
| | | D D | M M | Y Y Y Y | |

**PARENT/GUARDIAN DETAILS**

| | Parent/Guardian 1 | Parent/Guardian 2 |
|---|---|---|
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| First Name | | |
| Date of Birth | D D M M Y Y Y Y | D D M M Y Y Y Y |
| National Insurance Number* | | |
| National Asylum Support Service (NASS) Number* | / / | / / |
| Daytime Telephone Number | | |
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